



D4 Small Business Council Meeting Minutes

DATE: August 15th, 2017

TIME: 1:00- 2:30pm

LOCATION: District 4, Executive Conference Room-15-240, 111 Grand Ave., Oakland, CA

<u>D4 CALTRANS STAFF:</u> Dan McElhinney, DDD Bob Finney, DDD Construction Nita Logan, Design Damien Harris, Business Mgmt Adriana Harris, Budgets Ray Pang, Construction Romy Fuentes, Consultant Services Stan Ng, Maintenance Clarinda McElroy, Small Business Pgrm <u>HQ/AGENCY STAFF:</u> Damon Dorn, OBEO	<u>MEMBERS (Present/Absent)</u> Arvin Chaudhary (P) Diana LaCome (A) Eddy Lau (P) Frederick Jordan (A) Paul Guerrero (P) Peter Ramirez (A) Shari Tavafrashti (P)	<u>REPRESENTING</u> ACEC CA NCA AAAE SFAACC La Raza Roundtable SDVOC WTS
	<u>ALTERNATES (Present/Absent)</u> Anthony DeVenuta (A) Charissa Frank (A) Dr. Caesar Churchwell (A) Ellen Lee (P) Miguel Barragan (A) Raewyn Butcher (P) Victor Garza (A)	<u>REPRESENTING</u> SDVOC WTS SFAACC AAAE NCA ACEC CA La Raza Roundtable
	<u>GUESTS:</u> Danny Garza,	<u>REPRESENTING</u> La Raza Roundtable

Item #1: Introductions

Chief Deputy District Director, Dan McElhinney, welcomed everyone to the August meeting and asked them to introduce themselves. Mr. McElhinney expressed his gratitude to the Council for the many years of hard work and leadership in the District. He acknowledged the effective and detailed reports provided by Construction, Maintenance, Design and A&E. As well as the reports provided in the past from Local Assistance and Toll Bridge.

Item #2: Approval of Minutes

June 20th, 2017 Minutes:

Opposed: None. Approved by consensus.

Item #3: District 4 Updates

Construction Update:

Mr. McElhinney introduced Mr. Ray Pang who presented the Construction report. Mr. Pang reported that there were 7 *Advertised and Upcoming Projects*, totaling approximately \$140M. He mentioned that the bids opened on scheduled for the first two projects. Project # 1, received five bids and was awarded to Bridgeway Civil Constructors, Inc for \$1.7M. Project # 2 received four bids, the lowest was \$202M and was currently going through the bid analysis process. He mentioned that the remaining five jobs were very small with the exemption of project # 7, estimated at \$120M. Mr. Pang reported that there were 3 projects *Currently Awaiting Award* and going through the bid analysis process. He called attention to Project EA# 3S9101, which was awarded to the second low bidder, Gordon N. Ball for \$4.2M. The lowest bidder was considered non-responsive. Ms. Tavafrashti asked if Gordon N. Ball had a better list of subs. Mr. Pang responded that he did not have that information available yet but he would provide it at the next meeting. Referring to the third section, *Projects Awarded*, Mr. Pang reported that there were 2 projects with an engineer's estimate of \$36.7M. Ms. Tavafrashti asked if Caltrans tracked the utilization of contracts awarded with Good Faith Efforts. She asked if Caltrans had any influence during the life of the project in ensuring that the subcontractors were utilized. Mr. Finney explained that once a project was awarded there weren't too many opportunities to add subs, unless there were change orders or substitutions. He mentioned that at the end of the project the prime contractor provided a final utilization report. Mr. McElhinney added that Caltrans worked on influencing the subcontracting opportunities by hosting outreach events and Mandatory Pre-bids. He asked Mr. Dorn to provide statistics on previous District 4 awarded projects. Mr. Dorn said that he would send an email to the Council with that information. Mr. Pang then referred to the *Projects Ready to List but Not Funded for Advertisement Yet*. He reported that there were 23 projects totaling \$192M. He said he expected most of these projects to be advertised next month.

Maintenance Update:

Mr. McElhinney introduced Mr. Stan Ng who provided the Maintenance report. Mr. Ng reported that for Fiscal Year (FY) 16/17 there were 88 contracts on the *Director's Order Force Account* that totaled approximately \$250M. Thirteen percent were awarded to Small Business Enterprises (SBEs), and 87% to Non-SBE's. Mr. Ng informed the Council that Line 87 was a new contract and the rest were just updates since the last meeting in June. Referring to the *District Director's Order Force Account for FY 16/17*, he reported that there were 24 contracts totaling over \$5.9M. He said 60% were awarded to SBEs and 40% to Non-SBEs. Referring to the *FY16/17 Director's Order – Informal Bid*, Mr. Ng reported that there were two contracts which had current updates. He provided the Council the end of year SBE Utilization Charts for the Director's Orders and District Director's Orders. Ms. Tavafrashti asked for clarification on the percentage awarded to SBEs on the Director's Orders. Mr. Ng explained the red bar charts represented awards to non-SBE's, the blue represented awards to SBE's, and the green represented awards to micro businesses. Mr. McElhinney explained that this year had been an anomaly with the storm damages and the need for emergency contracts, but even though the percentage award to SBE's went down, the total dollars went up. Mr. Ng concluded his report with the *FY 17/18 Director's Orders Force Account/ELB*. He reported that there were 8 contracts totaling \$8.3M. Thirty percent were awarded to non- SBEs and 70% were not yet awarded. Currently there is one contract under the FY17/18 District Director's Order-Force account.

Design Update:

Mr. McElhinney introduced Ms. Nita Logan who presented the Design Report. Ms. Logan reported that there was one *Proposed Project under \$291K not Funded From the Minor B Program*, estimated at \$100K. The project located in Napa is for plant establishment. She went over the three *Proposed Minor B Projects for Small Businesses, FY 17/18*. She explained that two of the projects were located in Sonoma County. Project 04A5268 estimated at \$90K had 8 prospective contractors and the bid package would be sent out on 8/10/17. While project 04A5266 estimated at \$291K had received 4 bids, only one bid had been located. DPAC was in the process of locating the other three bids. Referring to the last project located in Contra Costa County, she explained that it was estimated at \$80K and would be advertised early next year. Mr. Lau asked for clarification on the bids that were submitted to DPAC but could not be located. Ms. Logan responded that they would find out more information the following week. Mr. McElhinney added that this project was an important CT improvement for the locals and requested Ms. Logan to follow up with DPAC. He asked Ms. Logan why the Proposed Minor B list was much shorter than in the past. He requested more information on the current funds of the program.

A&E Update:

Mr. McElhinney introduced Mr. Romy Fuentes to provide the A&E Report. Mr. Fuentes started his presentation with an update of the Calmentor Program. He briefed the Council on the previous Calmentor meeting held in July in celebration of the program's 10 Year Anniversary. Mr. McElhinney congratulated Mr. Fuentes on the success of the Calmentor Program. Mr. Fuentes reported that for the first time, Caltrans would have an A&E contract with a Project Initiation Development Document (PID). Mr. McElhinney elaborated that Caltrans currently had over 200 projects with PIDs. Mr. Chaudhary asked if Caltrans would have additional staff to review the PID documents. Mr. McElhinney replied that the District had received five positions that were consultant responders. He added that Caltrans was in the process of hiring new engineers, but there were few resources allocated to hiring planning engineers which are responsible for reviewing these documents. Mr. Fuentes provided an update on the *Calmentor/Mentor-Protege Statewide Quarterly List of ALL Pairs*. He was happy to report that the Calmentor Program had three new pairings who would be graduating at the end of the fiscal year. He said that the program would meet the target of having 60 graduates on the 10 year anniversary. Mr. Lau noticed that contractor, Alta Vista Solutions was listed as a DBE. Mr. Fuentes replied that he would fix it because they should be listed as a DVBE. He proceeded to report on the *12 Recently Executed A&E Contracts*. Referring to the *Recently Executed Non A&E Contracts*, he reported that there were 9 contracts. He updated the contract amount for contract 04A5105, as less than \$200K. Mr. Fuentes reported that there were *3 Upcoming New Non A&E Contracts and 4 Upcoming New Non-A&E Contracts*. He also provided an update on the DBE Utilization currently at 38.48% and the SBE/DVBE Utilization at 37.29% and 17.70% respectively. Mr. McElhinney thanked the Small Business Council for their sponsorship to the Calmentor Program for the last 10 years.

OBEO Update

Mr. McElhinney introduced Mr. Dorn to report the OBEO Update. Mr. Dorn reported that the OBEO was planning to deliver the Prime Contractor Training, Subcontractor Training and Disadvantage Business Enterprise (DBE) Certification Workshops in all 12 Districts during FY 17/18. Regarding the *DBE Supportive Services Contract* for the northern and central regions, he reported that and RFP had

been submitted to DPAC and would be advertised in 60-90 days. He announced that the *On-the-Job Training Supportive Services Contract* had been terminated on May 23, 2017. He provided an update on the *National Summer Transportation Institute Program*, reporting that 40 high school students and 45 middle school students had graduated from the program. He explained that the *2016 Disparity Study* was still under review and the current goals and methodology continued. Upon release of the new study all stakeholders would be notified and public comment forums would be established. Mr. Dorn finalized his presentation with the Caltrans participation totals. He reported that as of June 30, 2017, 405 federal contracts had been awarded totaling \$1.8B. Forty-two contracts were awarded to DBE primes and the overall DBE commitment was 11.67%. The DVBE participation for FY 16/17 as prepared by DPAC showed total expenditures of \$1.4B, approximately \$409M or 28.86% were awarded to SB/MB and \$46.8M or 3.30% were awarded to DVBEs.

Item #4: Review of Action Items

Mr. McElhinney introduced Mr. Harris to report on the open Action Items. Mr. Harris reported that he would follow up with Ms. Culik-Caro and have the information available at the next meeting.

Item #5: New Business

Mr. Lau asked if Caltrans could provide the SB1 fact sheet that OBEO had created. Mr. Fuentes responded that the information was available in the OBEO website. Mr. McElhinney asked Mr. Harris to please follow up and provide the requested information. Mr. Harris concurred and announced that Mr. Crosby would be retiring before the next Council Meeting. He introduced Ms. Clarinda McElroy, who transferred from the Office of Construction to assist the Small Business Program until a team is in place.

Item #6: Adjourn

Mr. McElhinney adjourned the August meeting and said that the next meeting would be on Tuesday, October 17th, 2017.

District 4 Small Business Council Action Items as of August 15, 2017:

No. / Starting Date / Assignee			Item Description (Originator)
# 2017-01 CLOSED- 4/18/17	02-21-17	Kelly Schluter, OBEO	The Council requested OBEO to confirm whether they have information on federally funded Emergency Contracts, and can the Council receive a breakdown on ethnicity of DBE awardee contractors.
# 2017-02 CLOSED 6/20/17	02-21-17	Fred Jordan- Councilmember and Stanley Ng- Caltrans	<ol style="list-style-type: none"> 1. Mr. Jordan volunteered to send a list of contacts interested in emergency contracts to the District via Mr. Crosby. 2. Mr. McElhinney suggested Mr. Ng explore posting emergency contracts and awardees on the District's website.

# 2017-03 OPEN	6/20/17	Lenka Culik- Caro, Caltrans	3. Mr. Guerrero requested information on how the Minor A Program was created.
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The D4 SBC meets every other month in the Executive Conference Room 15-240, 111 Grand Avenue, Oakland, CA 94612. Meetings begin at 1pm and run until about 2:30pm.

2017 D4 SBC Upcoming Meeting Schedule	
October 17th	
December 19th	